

**Federal Personnel Manual System****FPM Letter** 296 -76**SUBJECT:** Revision of Standard Forms 50 and 52, and Introduction  
of a New Automated SF 50-B

Published in advance  
of incorporation in FPM  
Chapters 296 and  
<sup>290</sup>  
**RETAIN UNTIL SUPERSEDED**

Washington, D. C. 20415  
July 28, 1980

Heads of Departments and Independent Establishments:

**REVISED FORMS**

The following standard forms are revised:

- SF 50, Notification of Personnel Action
- SF 52, Request for Personnel Action



SF 50-B, Notification of Personnel Action, is a new automated version of SF 50 which is being introduced for use by agencies with automated systems.

Facsimilies of the forms are attached.

**RELATION TO PREVIOUS PROPOSALS TO REVISE THESE FORMS**

FPM Bulletin 296-30, "Proposed Revision of FPM Supplement 296-31, Guide to Processing Personnel Actions," referred to revisions of SF 50 and SF 52 planned for implementation with the proposed revised Supplement. The modifications being made in SF 50 and SF 52 at this time are not those anticipated revisions.

During the past few years, there have been proposals for substantive changes to the SF 50, such as the addition of Fair Labor Standards Act coverage or male/female designations in lieu of "Mr.," "Mrs.," "Ms.," and "Miss" designations. At the time these were being considered, it was known that major changes would occur with the final revision of Supplement 296-31. Rather than impose reprogramming efforts for substantive SF 50 changes now and again with the implementation of the revised Supplement, we have decided to continue use of the form in the basic format that now exists and delay all substantive changes until the revised Supplement is put into effect.

**AVAILABLE VERSIONS**

Three versions of SF 50 (including the new automated version referred to as SF 50-B) are now available in order to meet the needs of both automated and manual systems. The forms will differ only with respect to: Item 8, Handicap Code; the construction; and the additions to Item 30, Remarks (all discussed below).

The SF 50-B, 5-ply continuous feed version for automated systems, is available for the first time. The fourth ply of SF 50-B is designated as the OPM/Utility Copy. Most agencies which use this construction will make submissions to the Central Personnel Data File (CPDF) via magnetic tape or cards rather than hard copy. Therefore, only agencies which complete the SF 50 on automatic typewriters should need this copy for CPDF submissions. Please note that in these cases the handicap code must be typed in Item 30, Remarks, as Item 8, Handicap Code, is blocked out on all copies of the SF 50-B. All automated agencies may use the fourth ply as a utility copy.

**Inquiries:** Agency Relations (ACE), Work Force Information Division, Records Management  
Branch, (202) 254-9793, -9899

**Code:** 296, Processing Personnel Actions

**Distribution:** FPM

For manual systems, 5-part and 6-part snapout sets of SF 50 are available. The 1-part version will no longer be printed after present GSA stocks are depleted. This action is taken to discourage the uncontrolled proliferation of SF 50 copies and to lessen the chance for potential violation of the Privacy Act through unauthorized disclosure of personal information contained on SF 50.

Agencies are reminded that where duplicates of these records are retained outside of the Official Personnel Folder, in either an automated or manual system (e.g., personnel, adverse action, or grievance file), such copies are considered to be covered by the appropriate OPM Government-wide Privacy Act system notice for such records and are, thus, subject to OPM's rules for implementation of the Privacy Act (5 CFR 297). However, where an agency duplicates these records and retains them in an internal agency system (e.g., security or supervisory work file), such copies are not covered by any OPM system notice and, therefore, the agency has full Privacy Act responsibility for them.

Please note, also, that OPM exception approval is required if an agency with an automated system needs more than five plies of SF 50-B. An agency with a manual system must obtain such approval if it needs more than six plies of SF 50.

#### CHANGES

Changes to the forms at this time reflect current SF 50 and SF 52 documentation instructions and include:

1. The addition on all forms of the designation "Ms." to Item 1.
2. The addition on all forms of code 6 to Item 5, Veteran Preference.
3. The identification on all forms of Service Computation Date for Leave in month-day-year sequence in Item 7.
4. The blocking out of Item 8, Handicap Code, on all copies of the manually-prepared SF 50 except the OPM copy; the blocking out of the item on all copies of the continuous feed SF 50-B; and the deletion of the item from SF 52.
5. The addition on all forms of codes 3-8 to Item 28, Position Occupied.
6. The deletion on all forms of apportioned position data from Item 29.
7. The addition of information on the Senior Executive Service to the reverse of the employee copy of all versions of SF 50.
8. The inclusion of the following in Item 30, Remarks, on the manually-prepared SF 50 and SF 52.
  - a. Supervisory/Managerial Indicator
  - b. Work Schedule
  - c. Pay Rate Determinant
  - d. Special Program Id
  - e. Education Level
  - f. Year Degree Attained
  - g. Academic Discipline

These items will not be printed on the SF 50-B at this time due to the re-programming implications this would have for automated systems. Agencies which make automated submissions to CPDF continue to have the option of including or omitting these items from the personnel action document.

9. Change in the employee instruction for stating reason for resignation on SF 52.
10. The inclusion on SF 52 of a certification statement to be signed by the approving official.
11. The rearrangement of some items on SF 52 to improve design.
12. Change in references from CSC to OPM.
13. Prepunched holes on bottom of SF 52.
14. The addition of an employee instruction to complete Part IV of SF 52.
15. The addition of "SON" (Submitting Office Number) to item 35 on SF 50.
16. The addition on all forms of code 6 to Item 10, Retirement, to record coverage under Civil Service Retirement which is subject to 7 1/2 percent salary deductions for applicable firefighter and law enforcement positions.

## CONSTRUCTION

SF 50 is now printed in two different constructions: 5- and 6-part carbon interleaved snapout sets for use in manual systems. SF 50-B is printed as a 5-part carbon interleaved continuous pinfeed version for use in automated systems. The order of the parts is:

	SF 50 5-Part Snapout	SF 50 6-Part Snapout	SF 50-B 5-Part Continuous
Part 1	Employee Copy	Employee Copy	Employee Copy
Part 2	Payroll Copy	Payroll Copy	Payroll Copy
Part 3	Personnel Folder Copy	Personnel Folder Copy	Personnel Folder Copy
Part 4	OPM Copy	OPM Copy	OPM/Utility Copy
Part 5	Chronological File Copy	Chronological File Copy	Chronological File Copy
Part 6	(None)	Utility Copy	(None)

## EXCEPTION REQUESTS

Many automated agencies have current exceptions to SF 50 (12/61 edition), which were obtained for the sole purpose of printing marginally-punched continuous construction of the form. Agencies with this exception will begin using SF 50-B when supplies of their own form are depleted. (Please note that overprinting of a standard form does not require exception approval.)

Agencies with exceptions other than the above may continue using their approved forms until stock is depleted. However, before these exception forms are reprinted, agencies must revise their form to incorporate the changes on the 1980 edition of SF 50 or SF 50-B and submit a new exception request in accordance with FPMR 101-11.806.1.

References made in FPM Chapter 290,3-2(c), which allowed agencies to modify SF 50 in accordance with their ADP systems requirements without prior approval, are now obsolete. Agencies which followed these instructions and did not obtain approval for their modifications will begin using the new automated version of SF 50-B when supplies of their forms are depleted or they must submit an exception request.

## ORDERING FORMS

SF 50-B will be available from the Federal Supply Service, General Services Administration (GSA) by October 1, 1980. GSA will issue the previous editions of SF 50 (12/61) and SF 52 (7/68) until their stock is exhausted. Agencies will not receive the new editions until all stock is depleted. They may be ordered by using the FEDSTRIP/MILSTRIP requisitioning procedures. Please check the current GSA price listing as the cost of forms purchased from GSA fluctuates frequently.

Ordering Information

	National Stock No.	Unit of Issue	Std. Pack
SF 50 5-part snapout	7540-00-543-7078	HD	4 HD
SF 50 6-part snapout	7540-00-823-7930	HD	10 HD
SF 50-B 5-part continuous	7540-01-094-0034	Box (500)	Box (500)
SF 52	7540-00-634-4004	HD	40 HD



Jule M. Sugarman  
Deputy Director

Attachments

## Notification of Personnel Action

(Employee—See General Information On Reverse)

(For Agency Use)

1. Name (Caps) Last-First-Middle		Mr.-Miss-Mrs.-Ms.	2. (For Agency Use)	3. Birth Date (Month, Day, Year)	4. Social Security No.
5. Veteran Preference 1-No 3-10 Pt. Disab. 2-S Pt. 4-10 Pt. Comp.		S-10 Pt. Other 6-10 Pt./30% Comp.	6. Tenure Group	7. Service Comp. Date Leave (Month, Day, Year)	
9. FEGLI 1-Covered (Regular Only-Declined Optional) 2-Ineligible 3-Waived 4-Covered (Reg. and Opt.)		10. Retirement 1-CS 2-FICA	3-FS 4-None	5-Other 6-CS Special	11. Leave Blank
12. Nature of Action Code		13. Effective Date (Month, Day, Year)	14. Civil Service or Other Legal Authority		
15. From: Position Title and Number		16. Pay Plan and Occupational Code	17.(a) Grade or Level	(b) Step or Rate	18. Salary
19. Name and Location of Employing Office					
20. To: Position Title and Number		21. Pay Plan and Occupational Code	22.(a) Grade or Level	(b) Step or Rate	23. Salary
24. Name and Location of Employing Office					
25. Duty Station (City-County-State)		26. Location Code			
27. Appropriation		28. Position Occupied 1,S,6-Competitive Service 2,7,8-Excepted Service	3-SES General 4-SES Career Reserved		29. Leave Blank
30. Remarks:		A. Subject to completion of 1 year probationary (or trial) period commencing: B. Service counting toward career (or permanent) tenure from: C. Check, if separated during probation			
Separations: Show reasons below, if required.					
Sup./Mgr. Indicator	Work Schedule	Pay Rate Determ.	Special Prog. I.D.	Educational Level	Yr. Degree Attained
31. Date of Appointment Affidavit (Accessions Only) (Mo., Day, Year)			34. Signature (or Other Authentication) and Title		
32. Office Maintaining Personnel Folder (If Different from Employing Office)			35. Date and SON		
33. Code Employing Department or Agency					

## NOTICE TO EMPLOYEE

**KEEP THIS DOCUMENT FOR YOUR RECORDS. IT IS YOUR COPY OF THE OFFICIAL RECORD OF A PERSONNEL ACTION AFFECTING YOUR EMPLOYMENT. PROMPTLY CALL ANY ERROR TO THE ATTENTION OF YOUR SUPERVISOR OR YOUR PERSONNEL OFFICE.**

### **I. Conditions Pertinent To All Types of Personnel Actions**

The personnel action identified on the face of this form is subject to all applicable laws, rules and regulations governing Federal employment and may be subject to investigation and approval by the U.S. Office of Personnel Management. The action may be corrected or canceled if not in accordance with all legal requirements, or if based upon your misrepresentation or fraud.

In addition, the grade of the position to which you are officially assigned may be reviewed and corrected by your agency personnel office, or by the U.S. Office of Personnel Management.

Items 9 and 10 show common types of payroll deductions: "FEGLI" for Federal Employees Group Life Insurance, "CS" for Civil Service Retirement, "FICA" for Social Security, and "FS" for Foreign Service. Additional deductions may be made under the Federal Employees Health Benefits Program, and for income taxes, bonds, and other purposes authorized by law.

### **II. Information About Appointments**

*Appointments to positions in the competitive service:* The Civil Service Act places most positions in the "competitive service." The U.S. Office of Personnel Management sets qualification requirements and controls recruitment for such positions. As a general rule, persons selected from civil service registers to fill continuing jobs in the competitive service are given career-conditional appointments. Such appointments are secured through direct competition with other members of the general public seeking similar work in Government agencies, and permit qualified employees to be assigned without further competitive examination to other jobs in the competitive service. Career-conditional appointments become career appointments upon completion of 3 years of substantially continuous creditable service.

The first year following a non-temporary competitive appointment generally is a probationary period during which an appointee must demonstrate full competence and fitness for Federal employment. Reinstatements are also subject to a probationary period unless one was previously completed. Transfers, promotions, changes to lower grade, and reassessments during a probationary period are subject to completion of probation.

Temporary appointments do not confer a civil service status and do not lead to a career or career-conditional appointment without some further examination or qualification. Limited temporary appointments are made when there is no continuing need for a person's service, regardless of the manner in which he or she qualified for appointment; acceptance of such appointment will not remove a person's name from a civil service register on which he or she may later be reached for career-conditional appointment.

*Appointments to positions in the excepted service.* Excepted appointments are made to positions which are exempted from the competitive service by law or other special authority. Generally the employing agency sets qualification requirements and conducts recruitment for such positions. Such appointments do not confer a competitive civil service status or eligibility for movement to jobs in the competitive service; they may be made without restrictions on tenure, with a conditional or indefinite limitation, or with a definite time limitation. A trial period may be required at the discretion of the employing office.

*Appointment to positions in the Senior Executive Service (SES).* SES appointments are made to executive positions with managerial, supervisory, or policy functions. Initial SES career appointments are obtained through competition with other civil service employees, or civil service employees and members of the general public. The first year of an initial SES career appointment is a probationary period, during which the appointee must demonstrate full competence and fitness for such employment.

SES noncareer and limited appointments do not confer competitive civil service status or lead to SES career appointments.

### **III. Information About Tenure Groups**

Employees are ranked in tenure groups according to the nature of their appointment: those with unrestricted tenure are placed in Group 1; those serving under conditional appointments which automatically lead to full tenure after a prescribed time and without further qualification are placed in Group 2; and those serving under temporary or indefinite appointments not limited to an exact time or date are placed in Group 3. Within each tenure group, ranking is determined by veteran preference, performance rating, and total Federal service. If it should become necessary to reduce force, employees are selected for separation or change to lower grade according to the general ranking. Employees serving under competitive appointments and those serving under excepted appointments are ranked separately for reduction in force purposes.

Tenure group as used for reduction in force purposes does not apply to the Senior Executive Service. Codes 4, 5, 6, 7, 8, and 9 denote a type of appointment in the Senior Executive Service but do not indicate tenure group. The codes mean:

- 4—SES career appointment-probation completed.
- 5—SES career appointment-serving probation with placement rights in another service.
- 6—SES career appointment-serving probation without placement rights in another service.
- 7—SES noncareer appointment.
- 8—SES limited term appointment.
- 9—SES limited emergency appointment.

### **IV. Information About Your Status After Separation**

If you are separated or placed in a nonpay status for an extended period, your employing agency will furnish you with Standard Form 8 explaining your rights for unemployment insurance benefits. If you were covered by the Civil Service Retirement System or Federal Employees Group Life Insurance, you have previously been furnished certificates describing these programs. Such certificates have information regarding your rights and possible benefits after separation.

If you are separated from a career or career-conditional appointment, you may have reinstatement eligibility and may apply directly to any Federal activity and may be employed without further competitive examination. If you are a nonveteran and you are separated from a career-conditional appointment your eligibility for reinstatement is generally limited to 3 years from the date of separation. If you are separated from a temporary or excepted appointment, you have no reinstatement privileges based upon such service.

If you are separated from an SES career appointment, you may have reinstatement eligibility to the SES. You should apply directly to any Federal activity. If you are separated from an SES noncareer or limited appointment, you have no reinstatement privileges based upon such service.

You will be given any lump sum payment that may be due you for annual leave at the time of separation. Refund of an appropriate portion of this payment will be required if you are reemployed in a Federal agency in a position under the same leave system during the period covered by such payment.

### **V. Availability of Further Information**

Consult your supervisor if you have questions about the above statements or the entries on the front of this form, or about other matters concerning your employment. This is particularly important on questions involving granting of leave, assignment of duties, and hours of work which are generally under the supervisor's control. If your questions are technical, your supervisor may refer you to your personnel office, which will have copies of controlling civil service regulations, as well as your individual records, and so can best explain how they apply in your case.

**Notification of Personnel Action**  
(Employee—See General Information On Reverse)

(For Agency Use)

1. Name (Caps) Last-First-Middle	Mr.-Mss-Mrs.-Ms.	2. (For Agency Use)	3. Birth Date (Month, Day, Year)	4. Social Security No.
5. Veteran Preference 1-No 3-10 Pt. Disab. 2-5 Pt. 4-10 Pt. Comp. 5-10 Pt. Other 6-10 Pt./30% Comp.		6. Tenure Group	7. Service Comp. Date Leave (Month, Day, Year)	
9. FEGLI 1-Covered (Regular Only-Declined Optional) 2-Ineligible 3-Waived 4-Covered (Reg. and Opt.)		10. Retirement 1-CS 2-FICA	3-FS 4-None 5-Other 6-CS Special	11. Leave Blank
12. Nature of Action Code	13. Effective Date (Month, Day, Year)		14. Civil Service or Other Legal Authority	
15. From: Position Title and Number	16. Pay Plan and Occupational Code	17.(a) Grade or Level	(b) Step or Rate	18. Salary
19. Name and Location of Employing Office				
20. To: Position Title and Number	21. Pay Plan and Occupational Code	22.(a) Grade or Level	(b) Step or Rate	23. Salary
24. Name and Location of Employing Office				
25. Duty Station (City-County-State)	26. Location Code			
27. Appropriation	28. Position Occupied 1,5,6-Competitive Service 2,7,8-Excepted Service	29. Leave Blank 3-SES General 4-SES Career Reserved		

30. Remarks:  A. Subject to completion of 1 year probationary (or trial) period commencing: \_\_\_\_\_  
 B. Service counting toward career (or permanent) tenure from: \_\_\_\_\_  
 C. Check, if separated during probation

Separations: Show reasons below, as required.

Sup./Mgr. Indicator	Work Schedule	Pay Rate Determ.	Special Prog. I.D.	Educational Level	Yr. Degree Attained	Academic Discipline
31. Date of Appointment Affidavit (Accessions Only) (Mo., Day, Year)			34. Signature (or Other Authentication) and Title			
32. Office Maintaining Personnel Folder (If Different from Employing Office)			35. Date and SON			
33. Code	Employing Department or Agency					

## Notification of Personnel Action

(Employee—See General Information On Reverse)

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Standard Form 50  
Revised March 1980  
U.S. Office of Personnel Management  
FPM Chapter 296

## Notification of Personnel Action

(Employee—See General Information On Reverse)

(For Agency Use)

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Standard Form 50  
 Revised March 1980  
 U.S. Office of Personnel Management  
 FPM Chapter 296

## Notification of Personnel Action

(Employee—See General Information On Reverse)

(For Agency Use)

1. Name (Caps) Last-First-Middle		Mr.-Miss-Mrs.-Ms.	2. (For Agency Use)	3. Birth Date (Month, Day, Year)	4. Social Security No.
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30. Remarks:

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B. Service counting toward career (or permanent) tenure from: \_\_\_\_\_

C. Check, if separated during probation 

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5. Veteran Preference <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="width: 33%;">1-No 2-5 Pt.</td> <td style="width: 33%;">3-10 Pt. Disab. 4-10 Pt. Comp.</td> <td style="width: 33%;">5-10 Pt. Other 6-10 Pt./30% Comp.</td> </tr> </table>		1-No 2-5 Pt.	3-10 Pt. Disab. 4-10 Pt. Comp.	5-10 Pt. Other 6-10 Pt./30% Comp.	6. Tenure Group		7. Service Comp. Date Leave (Month, Day, Year)			
1-No 2-5 Pt.	3-10 Pt. Disab. 4-10 Pt. Comp.	5-10 Pt. Other 6-10 Pt./30% Comp.								
9. FEGLI <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="width: 50%;">1-Covered (Regular Only-Declined Optional)</td> <td style="width: 50%;">2-Ineligible</td> </tr> <tr> <td>3-Waived</td> <td>4-Covered (Reg. and Opt.)</td> </tr> </table>		1-Covered (Regular Only-Declined Optional)	2-Ineligible	3-Waived	4-Covered (Reg. and Opt.)	10. Retirement <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="width: 50%;">1-CS 2-FICA</td> <td style="width: 50%;">3-FS 4-None</td> </tr> </table>		1-CS 2-FICA	3-FS 4-None	11. Leave Blank
1-Covered (Regular Only-Declined Optional)	2-Ineligible									
3-Waived	4-Covered (Reg. and Opt.)									
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12. Nature of Action Code	13. Effective Date (Month, Day, Year)		14. Civil Service or Other Legal Authority							
15. From: Position Title and Number		16. Pay Plan and Occupational Code	17.(a) Grade or Level	(b) Step or Rate	18. Salary					
19. Name and Location of Employing Office										
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25. Duty Station (City-County-State)					26. Location Code					
27. Appropriation		28. Position Occupied <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="width: 50%;">1,5,6-Competitive Service 2,7,8-Excepted Service</td> <td style="width: 50%;">3-SES General 4-SES Career Reserved</td> </tr> </table>			1,5,6-Competitive Service 2,7,8-Excepted Service	3-SES General 4-SES Career Reserved	29. Leave Blank			
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30. Remarks:	<input type="checkbox"/>	A. Subject to completion of 1 year probationary (or trial) period commencing: _____ B. Service counting toward career (or permanent) tenure from: _____ C. Check, if separated during probation <input type="checkbox"/>								
Separations: Show reasons below, as required.										
Sup./Mgr. Indicator	Work Schedule	Pay Rate Determ.	Special Prog. I.D.	Educational Level	Yr. Degree Attained	Academic Discipline				
31. Date of Appointment Affidavit (Accessions Only) (Mo., Day, Year)			34. Signature (or Other Authentication) and Title							
32. Office Maintaining Personnel Folder (If Different from Employing Office)										
33. Code	Employing Department or Agency									
			35. Date and SON							



Standard Form 50-B  
Revised March 1980  
U.S. Office of Personnel Management  
FPM Chapter 296

**Notification of Personnel Action**  
(Employee—See General Information On Reverse)

(For Agency Use)

1. Name (Caps) Last-First-Middle	Mr.-Miss-Mrs.-Ms.	2. (For Agency Use)	3. Birth Date (Month, Day, Year)	4. Social Security No.					
5. Veteran Preference <table><tr><td>1-No 2-5 Pt.</td><td>3-10 Pt. Disab. 4-10 Pt. Comp.</td><td>5-10 Pt. Other 6-10 Pt./30% Comp.</td></tr></table>		1-No 2-5 Pt.	3-10 Pt. Disab. 4-10 Pt. Comp.	5-10 Pt. Other 6-10 Pt./30% Comp.	6. Tenure Group	7. Service Comp. Date Leave (Month, Day, Year)	F		
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1-Covered (Regular Only-Declined Optional) 2-Ineligible	3-Waived 4-Covered (Reg. and Opt.)								
1-CS 2-FICA	3-FS 4-None	5-Other 6-CS Special							
12. Nature of Action Code	13. Effective Date (Month, Day, Year)		14. Civil Service or Other Legal Authority						
15. From: Position Title and Number	16. Pay Plan and Occupational Code	17.(a) Grade or Level	(b) Step or Rate	18. Salary					
19. Name and Location of Employing Office									
20. To: Position Title and Number	21. Pay Plan and Occupational Code	22.(a) Grade or Level	(b) Step or Rate	23. Salary					
24. Name and Location of Employing Office									
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27. Appropriation	28. Position Occupied <table><tr><td>1,5,6-Competitive Service 2,7,8-Excepted Service</td><td>3-SES General 4-SES Career Reserved</td></tr></table>	1,5,6-Competitive Service 2,7,8-Excepted Service	3-SES General 4-SES Career Reserved			29. Leave Blank			
1,5,6-Competitive Service 2,7,8-Excepted Service	3-SES General 4-SES Career Reserved								
30. Remarks: <input type="checkbox"/>	A. Subject to completion of 1 year probationary (or trial) period commanding: _____ B. Service counting toward career (or permanent) tenure from: _____ C. Check, if separated during probation: <input type="checkbox"/>								
Separations: Show reasons below, as required.									
31. Date of Appointment Affidavit (Accessions Only) (Mo., Day, Year)	34. Signature (or Other Authentication) and Title								
32. Office Maintaining Personnel Folder (If Different from Employing Office)									
33. Code Employing Department or Agency	35. Date								

## NOTICE TO EMPLOYEE

KEEP THIS DOCUMENT FOR YOUR RECORDS. IT IS YOUR COPY OF THE OFFICIAL RECORD OF A PERSONNEL ACTION AFFECTING YOUR EMPLOYMENT. PROMPTLY CALL ANY ERROR TO THE ATTENTION OF YOUR SUPERVISOR OR YOUR PERSONNEL OFFICE.

### I. Conditions Pertinent To All Types of Personnel Actions

The personnel action identified on the face of this form is subject to all applicable laws, rules and regulations governing Federal employment and may be subject to investigation and approval by the U.S. Office of Personnel Management. The action may be corrected or canceled if not in accordance with all legal requirements, or if based upon your misrepresentation or fraud.

In addition, the grade of the position to which you are officially assigned may be reviewed and corrected by your agency personnel office, or by the U.S. Office of Personnel Management.

Items 9 and 10 show common types of payroll deductions: "FEGLI" for Federal Employees Group Life Insurance, "CS" for Civil Service Retirement, "FICA" for Social Security, and "FS" for Foreign Service. Additional deductions may be made under the Federal Employees Health Benefits Program, and for income taxes, bonds, and other purposes authorized by law.

### II. Information About Appointments

*Appointments to positions in the competitive service:* The Civil Service Act places most positions in the "competitive service." The U.S. Office of Personnel Management sets qualification requirements and controls recruitment for such positions. As a general rule, persons selected from civil service registers to fill continuing jobs in the competitive service are given career-conditional appointments. Such appointments are secured through direct competition with other members of the general public seeking similar work in Government agencies, and permit qualified employees to be assigned without further competitive examination to other jobs in the competitive service. Career-conditional appointments become career appointments upon completion of 3 years of substantially continuous creditable service.

The first year following a non-temporary competitive appointment generally is a probationary period during which an appointee must demonstrate full competence and fitness for Federal employment. Reinstatements are also subject to a probationary period unless one was previously completed. Transfers, promotions, changes to lower grade, and reassignments during a probationary period are subject to completion of probation.

Temporary appointments do not confer a civil service status and do not lead to a career or career-conditional appointment without some further examination or qualification. Limited temporary appointments are made when there is no continuing need for a person's service, regardless of the manner in which he or she qualified for appointment; acceptance of such appointment will not remove a person's name from a civil service register on which he or she may later be reached for career-conditional appointment.

*Appointments to positions in the excepted service.* Excepted appointments are made to positions which are excepted from the competitive service by law or other special authority. Generally the employing agency sets qualification requirements and conducts recruitment for such positions. Such appointments do not confer a competitive civil service status or eligibility for movement to jobs in the competitive service; they may be made without restrictions on tenure, with a conditional or indefinite limitation, or with a definite time limitation. A trial period may be required at the discretion of the employing office.

*Appointment to positions in the Senior Executive Service (SES).* SES appointments are made to executive positions with managerial, supervisory, or policy functions. Initial SES career appointments are obtained through competition with other civil service employees, or civil service employees and members of the general public. The first year of an initial SES career appointment is a probationary period, during which the appointee must demonstrate full competence and fitness for such employment.

SES noncareer and limited appointments do not confer competitive civil service status or lead to SES career appointments.

### III. Information About Tenure Groups

Employees are ranked in tenure groups according to the nature of their appointment: those with unrestricted tenure are placed in Group 1; those serving under conditional appointments which automatically lead to full tenure after a prescribed time and without further qualification are placed in Group 2; and those serving under temporary or indefinite appointments not limited to an exact time or date are placed in Group 3. Within each tenure group, ranking is determined by veteran preference, performance rating, and total Federal service. If it should become necessary to reduce force, employees are selected for separation or change to lower grade according to the general ranking. Employees serving under competitive appointments and those serving under excepted appointments are ranked separately for reduction in force purposes.

Tenure group as used for reduction in force purposes does not apply to the Senior Executive Service. Codes 4, 5, 6, 7, 8, and 9 denote a type of appointment in the Senior Executive Service but do not indicate tenure group. The codes mean:

- 4-SES career appointment-probation completed.
- 5-SES career appointment-serving probation with placement rights in another service.
- 6-SES career appointment-serving probation without placement rights in another service.
- 7-SES noncareer appointment.
- 8-SES limited term appointment.
- 9-SES limited emergency appointment.

### IV. Information About Your Status After Separation

If you are separated or placed in a nonpay status for an extended period, your employing agency will furnish you with Standard Form 8 explaining your rights for unemployment insurance benefits. If you were covered by the Civil Service Retirement System or Federal Employees Group Life Insurance, you have previously been furnished certificates describing these programs. Such certificates have information regarding your rights and possible benefits after separation.

If you are separated from a career or career-conditional appointment, you may have reinstatement eligibility and may apply directly to any Federal activity and may be employed without further competitive examination. If you are a nonveteran and you are separated from a career-conditional appointment your eligibility for reinstatement is generally limited to 3 years from the date of separation. If you are separated from a temporary or excepted appointment, you have no reinstatement privileges based upon such service.

If you are separated from an SES career appointment, you may have reinstatement eligibility to the SES. You should apply directly to any Federal activity. If you are separated from an SES noncareer or limited appointment, you have no reinstatement privileges based upon such service.

You will be given any lump sum payment that may be due you for annual leave at the time of separation. Refund of an appropriate portion of this payment will be required if you are reemployed in a Federal agency in a position under the same leave system during the period covered by such payment.

### V. Availability of Further Information

Consult your supervisor if you have questions about the above statements or the entries on the front of this form, or about other matters concerning your employment. This is particularly important on questions involving granting of leave, assignment of duties, and hours of work which are generally under the supervisor's control. If your questions are technical, your supervisor may refer you to your personnel office, which will have copies of controlling civil service regulations, as well as your individual records, and so can best explain how they apply in your case.

Standard Form 50-B  
Revised March 1980  
U.S. Office of Personnel Management  
FPM Chapter 296

**Notification of Personnel Action**  
(Employee—See General Information On Reverse)

(For Agency Use)

1. Name (Caps) Last-First-Middle	Mr.-Miss-Mrs.-Ms.	2. (For Agency Use)	3. Birth Date (Month, Day, Year)	4. Social Security No.
5. Veteran Preference 1-No 3-10 Pt. Disab. 2-5 Pt. 4-10 Pt. Comp. 5-10 Pt. Other 6-10 Pt./30% Comp.		6. Tenure Group	7. Service Comp. Date Leave (Month, Day, Year)	
9. FEGLI 1-Covered ( Regular Only-Declined Optional) 2-Ineligible 3-Waived 4-Covered (Reg. and Opt.)		10. Retirement 1-CS 2-FICA 3-FS 4-None	5-Other 6-CS Special	11. Leave Blank
12. Nature of Action Code	13. Effective Date (Month, Day, Year)	14. Civil Service or Other Legal Authority		
15. From: Position Title and Number	16. Pay Plan and Occupational Code	17.(a) Grade or Level	(b) Step or Rate	18. Salary
19. Name and Location of Employing Office				
20. To: Position Title and Number	21. Pay Plan and Occupational Code	22.(a) Grade or Level	(b) Step or Rate	23. Salary
24. Name and Location of Employing Office				
25. Duty Station (City-County-State)				26. Location Code
27. Appropriation	28. Position Occupied 1,5,6-Competitive Service 2,7,8-Excepted Service	3-SES General 4-SES Career Reserved		29. Leave Blank
30. Remarks: <input type="checkbox"/>	A. Subject to completion of 1 year probationary (or trial) period commencing: _____ B. Service counting toward career (or permanent) tenure from: _____ C. Check, if separated during probation <input type="checkbox"/>			
Separations: Show reasons below, as required				
31. Date of Appointment Affidavit (Accessions Only) (Mo., Day, Year)	34. Signature (or Other Authentication) and Title			
32. Office Maintaining Personnel Folder (If Different from Employing Office)				
33. Code, Employing Department or Agency	35. Date			

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## Notification of Personnel Action

(Employee—See General Information On Reverse)

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9. FEGLI <table border="1"> <tr> <td>1-Covered (Regular Only-Declined Optional) 2-Ineligible</td> <td>3-Waived</td> <td>4-Covered (Reg. and Opt.)</td> </tr> </table>		1-Covered (Regular Only-Declined Optional) 2-Ineligible	3-Waived	4-Covered (Reg. and Opt.)	10. Retirement <table border="1"> <tr> <td>1-CS 2-FICA</td> <td>3-FS 4-None</td> <td>5-Other 6-CS Special</td> </tr> </table>	1-CS 2-FICA	3-FS 4-None	5-Other 6-CS Special	11. Leave Blank		
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			35. Date								

Standard Form 50-B  
Revised March 1980  
U.S. Office of Personnel Management  
FPM Chapter 296

**Notification of Personnel Action**  
(Employee—See General Information On Reverse)

(For Agency Use)

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33. Code Employing Department or Agency	35. Date			

## Request for Personnel Action

**PART I – REQUESTING OFFICE:** Unless otherwise instructed, fill in all items in this part except those inside the heavy lines. If applicable, obtain resignation and separation data on reverse side.

1. Name (Caps) Last-First-Middle	Mr.-Miss-Mrs.-Ms.	2. (For Agency Use)	3. Birth Date (Month, Day, Year)	4. Social Security No.						
A. Kind of Action Requested 1. Personnel (Specify Appointment, Reassignment, Resignation, Etc.)		B. Request Number		C. Date of Request (Month, Day, Year)						
2. Position (Specify Establish, Review, Abolish, Etc.)		D. Proposed Effective Date		E. Position Sensitivity						
5. Veteran Preference <table border="1"> <tr> <td>1-No 2-5 Pt.</td> <td>3-10 Pt. Disab. 4-10 Pt. Comp.</td> <td>5-10 Pt. Other 6-10 Pt./30% Comp.</td> </tr> </table>		1-No 2-5 Pt.	3-10 Pt. Disab. 4-10 Pt. Comp.	5-10 Pt. Other 6-10 Pt./30% Comp.	6. Tenure Group	7. Service Comp. Date Leave (Mo., Da., Yr.)	8. Leave Blank			
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F. Remarks by Requesting Office (Continue on Reverse)		G. Requested by (Signature and Title) (Leave Blank on Resignations)								
H. For Additional Information Call (Name and Phone No.)		I. Request Approved by (Signature and Title)								

**PART II – TO BE COMPLETED BY PERSONNEL OFFICE (Also Complete Items Inside Heavy Lines Above.)**

J. Position Classification Action:	Identical	Additional	New	Vice	Regraded
K. Clearances	Initials/Signature and Date				
(1)					
(2) Ceiling or Position Control					
(3) Classification					
(4) Placement or Employment					
(5)					
(6) I certify to the accuracy of the information entered on this form and that the proposed action is in compliance with statutory and regulatory requirements. Approval Signature and Date (Month, Day, Year)					
(7) Remarks (Note: Use Item 30 on Reverse for SF 50 Remarks.) Qualification Standard					

## Request for Personnel Action

<b>PART I – REQUESTING OFFICE:</b> Unless otherwise instructed, fill in all items in this part except those inside the heavy lines. If applicable, obtain resignation and separation data on reverse side.					
1. Name (Caps) Last-First-Middle		Mr.-Miss-Mrs.-Ms.	2. (For Agency Use)	3. Birth Date (Month, Day, Year)	
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A. Kind of Action Requested			B. Request Number	C. Date of Request (Month, Day, Year)	
1. Personnel (Specify Appointment, Reassignment, Resignation, Etc.)					
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			1, 5, 6-Competitive Service 2, 7, 8-Excepted Service	3-SES General 4-SES Career Reserved	
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G. Requested by (Signature and Title) (Leave Blank on Resignations)					
H. For Additional Information (Name and Phone No.)		I. Request Approved by (Signature and Title)			
<b>PART II – TO BE COMPLETED BY PERSONNEL OFFICE (Also Complete Items Inside Heavy Lines Above.)</b>					
J. Position Classification Action:		Identical	Additional	New	Vice
K. Clearances	Initials/Signature and Date	(6) I certify to the accuracy of the information entered on this form and that the proposed action is in compliance with statutory and regulatory requirements. Approval Signature and Date (Month, Day, Year)			
(1)					
(2) Ceiling or Position Control					
(3) Classification		(7) Remarks (Note: Use Item 30 on Reverse for SF 50 Remarks.) Qualification Standard			
(4) Placement or Employment					
(5)					

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**PART III – TO BE COMPLETED BY EMPLOYEE**

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Reason for Resignation (Important Note to Employee: Give specific reasons for your resignation. Avoid generalized reasons.)

Effective Date of Resignation (Month, Day, Year)	Employee's Signature	Date Signed (Month, Day, Year)
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**PART IV – SEPARATION DATA (To be Completed by Employee When Possible)**

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Forwarding Address for Communications, Such as Salary Checks and Bonds (Number, Street, City, State, and Zip Code)

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**PART I – (CONTINUED)**

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F. Remarks by Requesting Office

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**PART II – (CONTINUED)**

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## 30. SF 50 Remarks

Subject to completion of 1 year probationary (or trial) period commencing: \_\_\_\_\_  
 Service counting toward career (or permanent) tenure from: \_\_\_\_\_  
 Successor Position-Employee retained in the competitive service.  
 Check, if separated during probation.

Separations: Show reasons below, as required

Sup./Mgr. Indicator	Work Schedule	Pay Rate Determ.	Special Prog. I.D.	Educational Level	Yr. Degree Attained	Academic Discipline
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## Notification of Personnel Action

(Employee—See General Information On Reverse)

(For Agency Use)

1. Name (Caps) Last-First-Middle	Mr.-Miss-Mrs.-Ms.	2. (For Agency Use)	3. Birth Date (Month, Day; Year)	4. Social Security No.												
5. Veteran Preference <table border="1"><tr><td>1-No</td><td>3-10 Pt. Disab.</td><td>5-10 Pt. Other</td><td>6-10 Pt./30% Comp.</td></tr><tr><td>2-5 Pt.</td><td>4-10 Pt. Comp.</td><td></td><td></td></tr></table>		1-No	3-10 Pt. Disab.	5-10 Pt. Other	6-10 Pt./30% Comp.	2-5 Pt.	4-10 Pt. Comp.			6. Tenure Group	7. Service Comp. Date Leave (Month, Day, Year)					
1-No	3-10 Pt. Disab.	5-10 Pt. Other	6-10 Pt./30% Comp.													
2-5 Pt.	4-10 Pt. Comp.															
9. FEGLI <table border="1"><tr><td>1-Covered (Regular Only-Declined Optional)</td><td>3-Waived</td><td>4-Covered (Reg. and Opt.)</td></tr><tr><td>2-Ineligible</td><td>3-FICA</td><td>4-None</td></tr></table>		1-Covered (Regular Only-Declined Optional)	3-Waived	4-Covered (Reg. and Opt.)	2-Ineligible	3-FICA	4-None	10. Retirement <table border="1"><tr><td>1-CS</td><td>3-FS</td><td>5-Other</td></tr><tr><td>2-FICA</td><td>4-None</td><td>6-CS Special</td></tr></table>	1-CS	3-FS	5-Other	2-FICA	4-None	6-CS Special	11. Leave Blank	
1-Covered (Regular Only-Declined Optional)	3-Waived	4-Covered (Reg. and Opt.)														
2-Ineligible	3-FICA	4-None														
1-CS	3-FS	5-Other														
2-FICA	4-None	6-CS Special														
12. Nature of Action Code		13. Effective Date (Month, Day, Year)	14. Civil Service or Other Legal Authority													
15. From: Position Title and Number		16. Pay Plan and Occupational Code	17.(a) Grade or Level	(b) Step or Rate	18. Salary											
19. Name and Location of Employing Office																
20. To: Position Title and Number		21. Pay Plan and Occupational Code	22.(a) Grade or Level	(b) Step or Rate	23. Salary											
24. Name and Location of Employing Office																
25. Duty Station (City-County-State)			26. Location Code													
27. Appropriation		28. Position Occupied <table border="1"><tr><td>1,5,6-Competitive Service</td><td>3-SES General</td></tr><tr><td>2,7,8-Excepted Service</td><td>4-SES Career Reserved</td></tr></table>	1,5,6-Competitive Service	3-SES General	2,7,8-Excepted Service	4-SES Career Reserved			29. Leave Blank							
1,5,6-Competitive Service	3-SES General															
2,7,8-Excepted Service	4-SES Career Reserved															
30. Remarks:	<p>A. Subject to completion of 1 year probationary (or trial) period commencing: _____ B. Service counting toward career (or permanent) tenure from: _____ C. Check, if separated during probation: _____</p>															
Separations: Show reasons below, as required.																
Sup./Mgr. Indicator	Work Schedule	Pay Rate Determ.	Special Prog. I.D.	Educational Level	Yr. Degree Attained	Academic Discipline										
31. Date of Appointment Affidavit (Accessions Only) (Mo., Day, Year)			34. Signature (or Other Authentication) and Title													
32. Office Maintaining Personnel Folder (If Different from Employing Office)																
33. Code Employing Department or Agency			35. Date and SON													

**PART III – TO BE COMPLETED BY EMPLOYEE**

Reason for Resignation (Important Note to Employee: Give specific reasons for your resignation. Avoid generalized reasons.)

Effective Date of Resignation (Month, Day, Year)	Employee's Signature	Date Signed (Month, Day, Year)
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**PART IV – SEPARATION DATA (To be Completed by Employee When Possible)**

Forwarding Address for Communications, Such as Salary Checks and Bonds (Number, Street, City, State, and Zip Code)

**PART I – (CONTINUED)**

F. Remarks by Requesting Office

**PART II – (CONTINUED)**

## 30. SF 50 Remarks

Subject to completion of 1 year probationary (or trial) period commencing: \_\_\_\_\_

Service counting toward career (or permanent) tenure from: \_\_\_\_\_

Successor Position-Employee retained in the competitive service.

Check, if separated during probation.

Separations: Show reasons below, as required.

Sup./Mgr. Indicator	Work Schedule	Pay Rate Determ.	Special Prog. I.D.	Educational Level	Yr. Degree Attained	Academic Discipline

**PART III – TO BE COMPLETED BY EMPLOYEE**

Reason for Resignation (Important Note to Employee: Give specific reasons for your resignation. Avoid generalized reasons.)

Effective Date of Resignation (Month, Day, Year)	Employee's Signature	Date Signed (Month, Day, Year)
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**PART IV – SEPARATION DATA (To be Completed by Employee When Possible)**

Forwarding Address for Communications, Such as Salary Checks and Bonds (Number, Street, City, State, and Zip Code)

**PART I – (CONTINUED)**

F. Remarks by Requesting Office

**PART II – (CONTINUED)**

30. SF 50 Remarks

Subject to completion of 1 year probationary (or trial) period commencing: \_\_\_\_\_

Service counting toward career (or permanent) tenure from: \_\_\_\_\_

Successor Position-Employee retained in the competitive service.

Check, if separated during probation.

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Sup./Mgr. Indicator	Work Schedule	Pay Rate Determ.	Special Prog. I.D.	Educational Level	Yr. Degree Attained	Academic Discipline
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**PART III – TO BE COMPLETED BY EMPLOYEE**

Reason for Resignation (Important Note to Employee: Give specific reasons for your resignation. Avoid generalized reasons.)

Effective Date of Resignation (Month, Day, Year)	Employee's Signature	Date Signed (Month, Day, Year)
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**PART IV – SEPARATION DATA (To be Completed by Employee When Possible)**

Forwarding Address for Communications, Such as Salary Checks and Bonds (Number, Street, City, State, and Zip Code)

**PART I – (CONTINUED)**

F. Remarks by Requesting Office

**PART II – (CONTINUED)**

## 30. SF 50 Remarks

Subject to completion of 1 year probationary (or trial) period commencing: \_\_\_\_\_

Service counting toward career (or permanent) tenure from: \_\_\_\_\_

Successor Position-Employee retained in the competitive service.

Check, if separated during probation.

Separations: Show reasons below, as required.

Sup./Mgr. Indicator	Work Schedule	Pay Rate Determ.	Special Prog. I.D.	Educational Level	Yr. Degree Attained	Academic Discipline
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